



## **MRC Job Posting**

**JOB TITLE:** Youth Program Specialist - Connections

**REPORTS TO:** Connections Program Manager

**POSTING DATE:** February 24, 2011

**JOB FUNCTIONS:** Provide individual and group services in a psychosocial rehabilitation clubhouse program for youth and young adults with emotional impairments.

**ESSENTIAL DUTIES:**

- Facilitate or co-facilitate group work to support participants in discovering and developing personal strengths, skills, and interests toward career path and independent life management.
- Facilitate participant skill development in personal problem-solving, social interaction and communication, symptom management, confidence-building, and career path development, within the framework of person-centered planning through group work and individual time.
- Facilitate an ongoing system for outreach to absent participants.
- Carry a caseload. Develop relationships and offer support to assigned participants. Be available to assist, support, or mentor.
- Participate with assigned participants in service team meetings. Assist assigned participants to write measurable objectives consistent with their choices and team assignments.
- Maintain up-to-date knowledge about each assigned participant's psychiatric history, patterns of decompensation, health issues, medication, and side effects.
- Regularly drive own car or agency vehicles to provide transportation for participants when public buses are not available.
- Using person-centered planning, guide assigned participants through the process of evaluating personal strengths, resources, and needs and selecting personal growth and career path objectives. Assist assigned participants to self-monitor and record progress. Maintain case records according to standards.
- Ensure the rights of individuals served are protected in accordance with the Michigan Mental Health Code & Agency Policy.
- Complete incident reports in accordance with agency policy.

**KNOWLEDGE, SKILLS & ABILITIES:**

- A minimum of 1 year of experience providing leadership for groups in an activity setting required.
- A minimum of 1 year of experience working with persons with mental illness is preferred. Prior experience working with a young adult population preferred.
- Demonstrated ability to engage others in a shared responsibility. Knowledge of mental illness, medications and symptoms. Comfort with a member-empowerment strength-based program.
- Knowledge of Person Centered Planning preferred.
- Human relations and oral communication skills to interact effectively with employers, consumers, co-workers and service team members. Creatively and problem-solving skills sufficient to negotiate agreements and solve problems. Energy and enthusiasm to create a positive environment. Initiative and independence to work in the community and in the program without daily supervision.
- Analytical skills sufficient to analyze work sites, write service plans, process extensive written information, and to perform computerized math, bookkeeping and clerical duties.

- Demonstrated organizational skills to develop required documentation efficiently. Good judgment to respond to a variety of situations and ability to intervene effectively in emergencies.
- Written skills to write service plans and complete other paperwork required.
- Valid Michigan driver's license with good driving record required and the availability of a licensed, insured vehicle for on the job use is required.
- Computer literacy preferred.

**PHYSICAL REQUIREMENTS**

- Must have physical ability to work in a variety of community sites including walking, bending, and stooping.
- Must be able to use calculator and other office equipment as needed to meet unit requirements.

**WORK CONDITIONS:**

- Must be able to work on assigned afternoon, evening and occasional weekends for special events.

**HOURS:** Part-time – 24 hours/week Afternoon, evening and occasional weekend hours

**PAY RANGE:** \$9.57 – \$13.40 per hour

**TO APPLY:** **TO APPLY:** Send resume or complete application form and return to:  
**HR Manager**

**MRC Industries, Inc.**

**2538 S. 26<sup>th</sup> Street**

**Kalamazoo, MI 49048**

**[hr@mrcindustries.org](mailto:hr@mrcindustries.org)**

**\*applications may be printed off MRC's website at [www.mrcindustries.org](http://www.mrcindustries.org)**

**DEADLINE TO APPLY:** Wednesday, March 8, 2011 at 5:00pm